

**OUR LADY OF
GUADALUPE EARLY
LEARNING CENTER
Parent Handbook**

**3401 SW Myrtle St.
Seattle, WA 98126
206-935-0651**

Table of Contents

OUR LADY OF GUADALUPE EARLY LEARNING CENTER Parent Handbook.....	1
Table of Contents.....	2
Welcome.....	3
Philosophy and Mission Statement.....	3
Admissions & Enrollment.....	4
Notice of Nondiscrimination Policy Regarding Students.....	4
Tuition and Fees.....	4
Fees:.....	4
Monthly Payment Commitment:.....	4
Fundraising Commitment.....	6
Financial Aid or Tuition Assistance.....	6
Arrival and Departure.....	6
Curriculum Philosophy.....	6
Social/Emotional.....	6
Religion.....	7
Reading, Writing and Speaking.....	7
Math.....	7
Science and Social Studies.....	7
Specialists.....	7
Sample Daily Schedules.....	8
Preschool Daily Schedule.....	8
Prekindergarten Daily Schedule.....	9
School Calendar & School Closures.....	9
Parental Involvement.....	10
Illness and Medications.....	10
Medical Emergencies.....	11
Potty Training & Preschool/Prek Readiness.....	11
Discipline Policy & Code of Conduct.....	12
Preschool Readiness.....	13
Kindergarten Transition.....	13
Disaster Plan.....	13
Uniforms & Supplies.....	13
Meals and Snacks.....	14
Transportation and Field Trips.....	15
Mandatory Reporting Law.....	15

Welcome

Welcome to all parents who have made the important decision to enroll your child in Our Lady of Guadalupe Early Learning Center. This handbook will help answer questions you may have or questions that may arise during the school year. This handbook is only for your reference - we encourage parent/staff communication anytime.

Philosophy and Mission Statement

Our Lady of Guadalupe Catholic School is guided by a philosophy derived from our Catholic heritage. We acknowledge and support the family as the primary educator of the child. As a contemporary Christian school, we affirm the importance of education for a full life of Christian faith. The goal of our Catholic school education is to foster Gospel values in our students, challenge and inspire them to academic excellence, and cultivate their development both in service and leadership.

We seek the kingdom of God and God's justice by acceptance of an ongoing dialogue with our neighbors whom we will faithfully serve in justice and love, regardless of race, color, or creed; we commit ourselves especially to the service of the poor and those in need. We celebrate our differences and warmly embrace those who join us from other traditions. We value and promote communication and self-expression.

Together we strive to equip our students with the compassion, morality, courage, critical thinking, and academic excellence necessary for responsible stewardship in today's society. We face this task as a community united and empowered by the grace of the Holy Spirit.

Our Lady of Guadalupe School fosters Gospel values, inspires academic excellence, and develops service and leadership. We face this as a sacramental community united and empowered by the Holy Spirit.

Admissions & Enrollment

Enrollment is allocated in the following order of priority:

1. Students of families who have children presently enrolled in the school.
2. Students of families registered in OLG Parish.
3. Students of families registered in a Catholic parish other than OLG.
4. Students of other families.

Upon application we will need a copy of a birth certificate and a copy of current immunization records.

Registration is held each year in March for new families. The registration fee is \$250/student non-refundable deposit.

Notice of Nondiscrimination Policy Regarding Students

Our Lady of Guadalupe Early Learning Center admits students of any race, color or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. In the administration of its policies the school does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic and other administered programs.

Tuition and Fees

Fees:

- A \$250 per student is due with registration in Preschool/Prek. (for new families, payment of \$50 application fee will be applied to the registration fee). This assures a child's placement in the school, provides for initial expenditures for the classroom and is non-refundable.

Monthly Payment Commitment:

Families contract for 12 monthly payments that begin in July and end in June. Payment is due between the 1st and the 5th of each month. A \$10 late fee will be charged for any payments received after the 5th of each month.

All school fees are paid through Finalsité.

Age Group	Tuition	Monthly Payment
Prek (4 years old by Aug 31 of present school year) Preschool (3 years old by August 31 of present school year)	\$14,022	\$1,169 / 12 mos
Afterschool Care 3:00pm – 6:00pm	Billed monthly	\$9 per hour

**3 year old children MUST be potty trained. No pull ups*

Payment of school tuition is a serious responsibility for each parent. As stated in the parent's contract with Our Lady of Guadalupe Catholic School, tuition must be paid by the fifth day of each month. *Should a situation arise that a payment will be late or cannot be paid, the parent must contact the school as soon as possible.*

The following policy will apply:

1. Tuition is due on the fifth of each month.
2. When a payment is returned, a notice is sent to the customer by email. Returned payments will be assessed a late fee of \$30, nonrefundable.
3. A second attempt will be made 15 days after the first attempt. Returned payments will be assessed a late fee of \$25.
4. A third attempt will be made 15 days after the second attempt. This will also be the same day the next month's fees will be due, so the same past due policy will apply as in statement 2.
5. Tuition and fees must be current prior to registration for the next school year.

Additional Payment Notes:

- Families may opt to receive payment reminders 4 business days prior to the payment date. Communication settings can be changed on Finals site.
- If a family wants to change the financial account the payments are processing from, make the change at least two (2) business days before the payment date.

- If you want to make a payment sooner than it is scheduled, go to your Finals site account to make a payment.
- If you have a 3rd party make payments, invite the 3rd party as an authorized payer from the online family account.

Fundraising Commitment

- Each family must procure an item or items worth no less than \$200 for the annual school Auction, or pay \$200 by December of the current school year.
- Support of Jog-a-Thon in the fall and other Parent Org fundraisers.
- Each family is expected to contribute to the annual School Fund Drive. Your financial commitment should be based on your personal financial situation.

School fundraising is a tax-deductible donation to the school that closes the gap between tuition and the actual cost of educating each student.

Financial Aid or Tuition Assistance

Our Lady of Guadalupe School is committed to providing access to students from all socio-economic backgrounds through extensive need-based awards. Tuition assistance is unavailable at this time for the ELC program and begins in kindergarten. For more information, contact the school office or visit the Fulcrum Foundation website. Applications are made through FACTS.

Arrival and Departure

- All children must be signed-in and signed-out daily using the BrightWheel app
- Preschool/Prekdoors are open at 8:00am. Prompt arrival and pick up is important. Please bring your child to school on time, so he/she may take full advantage of the entire school day and begin their day with a smooth start with their peers.
- **Dismissal:** School dismisses at 3:00pm. Aftercare begins at 3:00pm and runs until 6:00pm. Please note that State law limits children under 5 to no more than 9 hours per day in a preschool environment.
- Late pickup after 6:00 p.m. will be billed at \$1.00 per minute. Failing to meet the 6:00 p.m. pick-up time three times in a year may result in losing extended care privileges.

Curriculum Philosophy

Social/Emotional

- Interacts well with others
- Participates in group activities

- Follows classroom agreements
- Focused on a growth mindset
- Seeks emotional support from teachers

Religion

- Community Service Projects
- Treat others with kindness & live the Golden Rule
- Participate in religious activities using the *God Made Me* curriculum

Reading, Writing and Speaking

- Develop an interest in reading and writing
- *Handwriting without Tears* curriculum
- Retells familiar stories & recognizes print meaning
- Letter sounds, identification, and name writing
- Speaks audibly to express thoughts, feelings, and ideas

Math

- Shapes, numbers, and one-to-one correspondence
- Sets, patterns, and sorting (shape, color, size)
- Measurement

Science and Social Studies

- Cultural awareness & school community
- Five senses & the human body
- Insects, animals, plants
- Seasons, and weather

Specialists

- Music, Physical Education, Art, Library, and Spanish

We believe parents are a child's primary educators and that we are in a partnership to foster their unique journey to understand, integrate, and apply the knowledge of what they are learning.

Parents can best support our curriculum by reading classroom newsletter, emails, and recalling with your child their unique learning experience from each day.

Sample Daily Schedules

Preschool Daily Schedule

Time	Activity
8:00 – 9:00 a.m.	Welcome and Learning Centers
9:00 – 9:45 a.m.	Art or Group activity
9:45 – 10:15 a.m.	Recess
10:15 – 10:45 a.m.	Snack
10:45 – 11:15 a.m.	Specialist
11:15 – 11:45 a.m.	Circle time
11:45 a.m. – 12:15 p.m.	Free Choice
12:15 – 12:45 p.m.	Lunch time
12:45 – 1:00 p.m.	Recess
1:00 – 2:30 p.m.	Rest time
2:30 – 3:30 p.m.	Learning Centers
3:30 – 3:50 p.m.	Snack
3:50 – 4:15 p.m.	Dismissal / Storytime
4:00 – 5:30 p.m.	Extended Care: Free choice, Outdoor play/Art
5:30 – 5:45 p.m.	Snack
5:45 – 6:00 p.m.	Clean up and Closing Story

Prekindergarten Daily Schedule

Time	Activity
8:00 – 9:00 a.m.	Welcome and Learning Centers
9:00 – 9:45 a.m.	Religion, Math, Science or Social Studies
9:45 – 10:15 a.m.	Snack
10:15 – 10:45 a.m.	Recess
10:45 – 11:15 a.m.	Specialist
11:15 – 11:45 a.m.	Circle time
11:45 a.m. – 12:30 p.m.	Free Choice
12:30 – 1:00 p.m.	Lunch time
1:00 – 1:30 p.m.	Recess
1:30 – 2:30 p.m.	Rest time
2:30 – 3:00 p.m.	Literacy, Handwriting or Language Arts
3:00 – 3:30 p.m.	Snack
3:30 – 4:15 p.m.	Dismissal / Circle time
4:00 – 5:30 p.m.	Extended Care: Free choice, Outdoor play/Arts
5:30 – 6:00 p.m.	Snack, Clean up and Closing Story

School Calendar & School Closures

The Preschool and Prekindergarten programs follow the Our Lady of Guadalupe School calendar.

The Constant Contact system will call and SMS/text family contacts of record in case of schedule changes or necessary emergency communications.

In case of an emergency closure during the school day, the following procedure will be followed:

1. Students will be released according to the instructions given by their families on the Emergency Form.
2. Teachers will release students to authorized persons unless verbal consent is given by the parent.

Each student must be signed out.

Parental Involvement

Parents are always welcome to volunteer in our classrooms. Family members interested in volunteering in the classroom and or with students, must complete a Virtus "Safe Environment" class as required by the Archdiocese of Seattle. For more information about Virtus requirements visit the school website. To sign up for a virtuous class you will need to make a virtuous account here. [Virtus Online](#).

Commitment Hours (Due May 31st):

- **Preschool/Prek:** 20 hours
- Uncompleted hours are billed at **\$50 per hour**.

Commitment Hour Record Keeping: The Parent Organization is responsible for keeping records for commitment hours. It must be understood that no school records will be forwarded or family considered enrolled for the following year until the obligation is met.

Record keeping of hours begins on June 1st and ends on May 31st of the following year. Any hours received after May 31st will count towards the next school year. Log your hours online:

*To log your hours online, use the school website, www.guadalupe-school.org. On the home page, you will click on "Log Commitment Hours Here".

The activities that do not count toward the commitment hours are: attendance to school events such as: Open House, Curriculum Night, Carnival, Christmas Program, Auction, Orientation, Spring Program, Conferences, School Meetings, school and parish social events.

Illness and Medications

Please do not send your child to school if he or she has a fever, vomiting, diarrhea, lice, or a bad cough. When children come to school with these conditions, other children are exposed. In a setting where children are in close proximity and sharing tools and toys, germs can spread easily and quickly. If a child comes to school, and in the opinion of the teacher is too sick to be at school, we will call you to come and pick up your child. If your child is sent home due to illness, he/she cannot return to school until he/she has been symptom-free for 24 hours. This allows ample time to recover and stop the spread of illness to other children. If a family member

has a contagious disease, we encourage you to keep your child home to reduce the community risk.

No medication can be administered by school personnel without the written permission of a prescribing physician or dentist. This includes all medication whether prescription or over the counter drugs. Medications are kept out of the reach of children.

Permissions for Administration of Medications forms are available in the classroom.

Medical Emergencies

In case of a medical emergency, the parents will be contacted immediately. Parents must provide written consent for the licensee to seek and approve medical care in an emergency situation, a court order waving the right of informed consent, or alternate plans for emergency medical and surgical care if the parent cannot be reached. This information is included on the medical information and authorization form signed by the parent and stored in the child's file.

Potty Training & Preschool/Prek Readiness

All children attending Our Lady of Guadalupe Early Learning Center must be **fully potty trained** before they attend.

Definition of "potty trained" at the ELC program at Our Lady of Guadalupe:

A fully potty trained child is a child who can do the following:

- Be able to pull up and down their underwear and pants without assistance
- Be able to wipe without assistance
- Be able to get on and off the toilet by themselves
- Be able to wash and dry hands independently
- Be able to postpone going if they must wait a few minutes
- Wear cloth underwear. **No pull-ups or diapers allowed**
- Can use the age appropriately sized bathroom without a potty seat or a chair

Accidents

Accidents do happen, accidents by definition are unusual incidents and would happen infrequently.

If a wet accident occurs, your child will be given their extra clothes and will be expected to change themselves in the bathroom. Their wet soiled clothes would be sent home in a bag with them.

If a BM accident happens and the child cannot change themselves, we will notify you to come and change your child.

Accident policy

In the preschool room if your child has more than two wet accidents daily
Or

In the pre-K room if your child has more than two accidents in a month.

Your child is not potty trained to the extent of a school setting. We would have a meeting with the child's teacher, parents, and ELC director to determine next steps.

If a child is not fully potty trained

If we find that a child isn't potty trained in a school environment, parents may choose one of the following options:

1. The student may be withdrawn from the ELC and then re-enroll when he/she becomes fully potty trained. Registration fees will not apply if re-enrollment happens within the same school year.

**Please note, the student spot will not be able to be held if this option is chosen*

2. Parents may pay the student's tuition to hold the spot until he/she is fully potty trained, and then the student may return.

**We are not licensed to change children. We do not have the facilities, supplies, and staff required to change children. If your child has an accident, they will need to change themselves, or you will need to come to change them.*

Discipline Policy & Code of Conduct

Our discipline policy flows from our school philosophy. We seek to develop a relationship with the child and the parents that will encourage open communication and mutual respect. Our lady of Guadalupe school exists to provide a faith centered atmosphere in which the total person is developed. Rules and regulations are made for the good of all students and are observed so that each student is free to learn and develop as a person.

An overall goal of Our Lady of Guadalupe Catholic School is to teach that each child is worthwhile and deserving of respect. With this in mind, we strive to teach children self-discipline. By making each child accountable for his or her own actions, students will learn from their experiences and be empowered to grow with dignity.

Code of Conduct:

- I will be responsible.
- I will respect myself and others.
- I will choose to learn and allow others to learn.
- I will allow the teacher to teach.
- I will do my personal best.

When needed, teachers are there to support children and navigate challenges and conflicts with them.

Preschool Readiness

The child will be fully potty trained before August 31 and independent in bathroom hygiene

Kindergarten Transition

Pre-kindergarten students will interact with the greater school through field trips the child will be fully potty trained before August 31 and independent in bathroom hygiene, assemblies, and special occasions. We have a Jump Up day in June, so they will be able to familiarize themselves with the classroom, routines, and teachers in kindergarten. The teacher will evaluate the readiness of each child that is birthdate compliant.

Disaster Plan

Our Disaster Plan is located on the Parent Information Board for review and will also be reviewed with parents during the Preschool Orientation in August. We conduct monthly fire drills and quarterly disaster drills including lock down and earthquake drills.

Uniforms & Supplies

Children should dress comfortably, simply, and suitable for the weather in preschool play. We paint, use markers, play with Play-Doh and explore outside! We go outside rain or shine so always send a coat with your child to school. Please make sure it has a hood on rainy days! Label all coats or items that your child may take off while at school (coats, sweatshirts, sweaters, etc.).

As children gain independence in the bathroom it's easier for them when they don't have tricky belt buckles, or hard snaps to figure out. Dress some so that they can use the bathroom without assistance.

A change of clothes should always be in your child's backpack in case of a spill or accident. These can be embarrassing for children and having their own change of clothing (including underwear) helps the change go smoothly. The extra clothing should be placed in a large plastic bag marked with your child's name. Soiled clothing is placed back in a plastic bag in the child's backpack.

** We ask each student to bring a pair of rubber rain boots to leave at school for the duration of the school year. We go outside rain or shine.

Please send your child with a backpack each day for school to carry their work/communication folder and their change of clothes. Supply lists can be found online on the school website.

Meals and Snacks

Parents provide daily lunches for students. Families have the option to send lunch in with their child or they can order through the school lunch program. For more information on the lunch ordering program at Our Lady of Guadalupe, you can visit our school website. The program provides snacks, meeting WAC 170-295-3140-3170 guidelines, at 10:00 a.m., 3:00 p.m., and 5:30 p.m.

Snacks meet the WAC 170-295-3140- 3170 guidelines.

Requirement	Lunch	Snack (at least 2 of the 4 components listed)
A fruit or vegetable or one hundred percent fruit or vegetable juice		X
Fruits or vegetables (two fruits or two vegetables or one fruit and one vegetable). Juice must be one hundred percent fruit or vegetable	X	
A dairy product (such as milk, cheese, yogurt, or cottage cheese)	X	X
A grain product (such as bread, cereal, rice cake or bagel)	X	X
Meat or meat alternative (such as beef, fish, poultry, legumes, tofu, or beans)	X	X
A liquid to drink- can be water or one of the required components such as milk, fruit or vegetable juice.	X	X

Parents may send in store bought treats for student birthdays, however, this should be discussed with the teacher prior to bringing or sending them in.

Transportation and Field Trips

Parents are asked to note carefully all arrangements for field trips. Written permission is absolutely necessary for any student to participate on a field trip.

We rely on parent drivers, they must have completed a Washington State patrol background check, have current insurance with the approved amount and evidence of this on file and meet the Virtus Safe Environment requirements.

All drivers will be responsible to see that students assigned to their car, leave and return in the same car. Each student must wear a seatbelt **at all times**. Washington state law requires car seats for all students, booster seats for children between the ages of four and six or under 60 pounds. Drivers may not make any additional stops other than the agreed upon location of the field trip and then back to the school. The chaperones role is to assist the teacher in supervising students.

Mandatory Reporting Law

We followed the state reporting laws regarding Child Abuse and Neglect. If there is “reasonable cause to believe that a child has suffered abuse, or neglect, he or she shall report such incident, or cause a report to be made to the proper law-enforcement agency or to the department provided in RCW 26.44.040”.